



## PONCE PRESBYTERIAN CHURCH CHILDREN'S MINISTRY DIRECTOR

678-872-9551

[www.poncechurch.org](http://www.poncechurch.org)

163 Ponce de Leon Ave NE Atlanta GA 30308

### **Personal Qualifications:**

- Committed Christ-follower who feels a call by God into part-time ministry
- Willing to join Ponce Church if not already a member
- Love for children and families
- Strong organizational and leadership skills
- Reliable, takes initiative, self-motivated
- Ability to build and lead volunteer teams of up to 50 people
- Experience managing a budget
- Embraces and adapts to growth, change, innovation, and creativity
- Uses appropriate judgment in the areas of discretion, sensitivity, and confidentiality
- Has a cooperative, healthy, and motivating relationship with supervisors, coworkers, and volunteers

### **Responsibilities:**

- Devote 15-20 hours per week to the position
- Oversee all programming and ministry for children ages birth - 6th grade, including Sunday mornings, summer programming, special events, etc.
- Choose and prepare a curriculum for each program and each age level.
- Create environments, activities, and programming for each age group that will facilitate learning and encourage spiritual growth.
- Communicate Children's Ministry lessons and music and any pertinent news through a regular newsletter
- Recruit, train, schedule, and lead teams of volunteers
- Maintain a strategy for reaching new children and families.
- Plan and oversee special events such as summer playdates, Easter egg hunts, service projects, etc...
- Develop and maintain safe, clean, aesthetic early childhood learning environments.
- Evaluate and ensure compliance with relevant safety and abuse policies (e.g., MinistrySafe)
- Meets regularly with the Family Ministries Elder to discuss ministry strategy and effectiveness.

### **Position Summary:**

The children's director at Ponce Church is a part-time position consisting of 15-20 hours of paid time per week. The role of the Children's Ministry Director is to provide leadership, development, and direction for the Children's Ministry and volunteer teams as it pertains to the vision, mission, and strategy of all environments specific to Ponce Family Ministries. Ponce Church offers children's programming for Sunday mornings, midweek Bible studies, and seasonal events. Our children's ministry currently averages more than 50 children from birth to 6th grade. The children's director works closely with the Pastors and Children's Ministry Committee and is responsible for the implementation and development of programming for the spiritual formation of children. They are also responsible for equipping parents to fulfill their calling as the primary spiritual leaders of their children.

### **Job Qualifications:**

- Previous experience directing a large children's ministry, including leadership of ministry staff (paid or volunteer staff members and/or a large volunteer team of 25+ volunteers)
- Meets biblical qualifications for leadership

*All inquiries and resumes can be directed to Rev. Hace Cargo at [hace@poncechurch.org](mailto:hace@poncechurch.org).*